

CALIFORNIA STATE BOARD OF EQUALIZATION

Assistant & Associate Property Auditor Appraiser (BOE) 5599 – 5441 - 4EQPA2

This multi-level recruitment is for:

5599-5441-4EQPA2 ASSISTANT PROPERTY AUDITOR APPRAISER (BOE)
5599-5448-4EQPA4 ASSOCIATE PROPERTY AUDITOR APPRAISER (BOE)

Department(s): Board of Equalization

Opening Date: 9/22/2009 8:51:00 AM

Closing Date: Continuous

Cut-off Date: 6/13/2014

Type of Recruitment: Departmental Open

Salary: MONTHLY-RANGED-SALARY - \$Assistant \$3,841-\$4,903 Assoc. \$4,619 to \$5,897.00

Employment Type: Permanent Full-time
Permanent Part-time
Permanent Intermittent
Limited Term Full-time
Limited Term Part-Time
Limited Term Intermittent

Exam Type: State-wide

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated on this bulletin may

apply for and take this examination at any time. Once you have taken the examination, you may not reapply for nine (9) months.

FILING INSTRUCTIONS

Final File Date: Continuous

Where to Apply: Click on the link at the bottom of this bulletin.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, contact the State Personnel Board, Examinations Unit at (866) 844-8671, TTY (916) 654-6336, or via the California Relay Service for the Deaf or Hard of Hearing at (800) 735-2929 from TTY Phones, or at (800) 735-2922 from voice phones.

EMPLOYMENT LIST INFORMATION

An open, merged eligible list will be established for the Board of Equalization. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retest to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination announcement.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements for this examination at the time the application/questionnaire is filed.

Assistant Property Auditor Appraiser

Experience applicable to one of the following patterns may be combined, on a proportional basis, with experience applicable to another pattern to meet the total experience requirement.

Either I

One year of experience in California state service performing property appraisal or auditing duties of a class equivalent to a Tax Auditor (Board of Equalization). (Applicants who are within six months of meeting this requirement will be admitted to the examination, but must satisfactorily meet this requirement before they can be considered eligible for appointment.)

Or II

Experience: Either:

1. One year of experience in an assessor's office auditing and appraising personal property and fixtures of commercial or industrial firms or utilities;
or
2. Two years of experience auditing records of commercial or industrial firms or utilities, and

Either I

Education: Equivalent to graduation from college.

Or II

Completion of either:

1. A prescribed professional accounting curriculum given by a residence or correspondence school of accounting including courses in elementary and advanced accounting, auditing, cost accounting, and business law;
or
2. The equivalent of 19 semester units, 16 units of which must have been professional accounting courses given by a collegiate-grade residence institution including courses in elementary and intermediate or advanced accounting, auditing, and cost accounting, and three semester units of business law.

(Additional qualifying experience may be substituted for the required education on a year-for-year basis. Substitution is not permitted for the specific college course work required under 2 above.)

(Experience in California state service applied toward Pattern II must include one year of experience performing the duties of a class at the level of responsibility equivalent to Junior Property Appraiser.)

Associate Property Auditor Appraiser

Experience applicable to one of the following patterns may be combined, on a proportional basis, with experience applicable to another pattern to meet the total experience.

Either I

Two years of experience in California state service performing property appraisal or auditing duties of a class equivalent to Assistant Property Auditor Appraiser (Board of Equalization).

(Applicants who are within six months of meeting this requirement will be admitted to the examination, but must satisfactorily meet the requirement before they can be considered eligible for appointment.)

Or II

Experience: Three years of professional experience appraising personal property and fixtures of commercial and industrial firms. (Two years of experience auditing records of commercial or industrial firms can be substituted for one of the three years.) **and**

Either I

Education: Equivalent to graduation from college.

Or II

Completion of either:

1. A prescribed professional accounting curriculum given by a residence or correspondence school of accounting including courses in elementary and advanced accounting, auditing, cost accounting, and business law; or
2. The equivalent of 19 semester units, 16 units of which must have been professional accounting courses given by a collegiate-grade residence institution including courses in elementary and intermediate or advanced accounting, auditing, and cost accounting, and three semester units of business law.

(Additional qualifying experience may be substituted for the required education on a year-for-year basis. Substitution is not permitted for the specific college course work required under 2 above.)

[Experience in California state service applied toward Pattern II must include two years of experience performing the duties of a class at a level of responsibility equivalent to Assistant Property Auditor Appraiser (Board of Equalization).]

POSITION DESCRIPTION

Assistant Property Auditor Appraiser

This is the entry level in the property appraiser series. Under direct supervision, incumbents learn and conduct the less difficult appraisals and field investigations and/or audits of small to medium single location and multiuse residential, agricultural and commercial properties; review and approve the less complex property tax exemption applications; assist in the more complex investigations, and appraisals and/or audits of all property types; assist in assessment practices surveys; research and compile data for property tax studies; participate in the development and revision of handbooks and manuals and in training of county assessors' staffs; and provide consultation and technical assistance to taxpayers, county assessors' staffs and others on less complex appraisal matters.

Associate Property Auditor Appraiser

This is the journey level in the property appraiser series. Under general direction, incumbents independently conduct the more difficult and complex appraisals, field investigations of the following property types: small utilities, medium-sized

railroads, small to medium-sized private railroad car leasing companies; medium-sized industrial and commercial properties, airlines, multi-use agricultural properties, and special use-type properties such as possessory interest properties, water companies, open-space properties, and energy generating facilities; work as team members on the most difficult appraisals; review and approve the more complex property tax exemption applications; conduct assessment practices surveys and property tax research projects of broad scope; and compile and analyze data to develop building cost trends and factors and value indicators; develop and present statewide assessor training courses; develop and revise Board of Equalization's appraisal procedures, assessors' handbooks, and appraisal manuals; analyze new property tax legislation, rules, and regulations; provide technical advice to assessors and legislators' staff; and may act as project leader.

Positions exist with the Board of Equalization in Norwalk and Sacramento.

Some positions may require the incumbent to be fingerprinted.

EXAMINATION INFORMATION

This examination will consist of a Training and Experience Examination, weighted 100%. Candidates who do not meet the minimum qualifications will not be placed on the resulting employment list. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained.

SCORE OF EXAMINATION

Training and Experience Examination - Weighted 100%

All applicants will be required to complete a Training and Experience Examination. The Training and Experience Examination contains questions which are designed to elicit information regarding each candidate's experience relevant to the classification. The information on the Training and Experience Examination will be competitively assessed based on pre-determined rating criteria. All information you provide will be subject to verification.

The Training and Experience Examination measures the following areas, determined to be important for success on the job.

- Communication Skills - Verbal
- Communication Skills - Written
- Analytical Skills
- Interpersonal Skills
- Personal Computer Skills
- Work Habits
- Preference
- Accounting
- Auditing skills

Hiring interviews may also evaluate the following areas:

Knowledge of: General appraisal methods, procedures, and terminology; and

real property law and common methods of describing property.

Ability to: Apply the required knowledge; conduct appraisals of real and personal properties; analyze data and draw sound conclusions; analyze situations accurately and take effective action; prepare clear, complete, and concise reports; and communicate effectively verbally and in writing.

VETERANS' PREFERENCE POINTS

Assistant Property Auditor Appraiser

Veterans' Preference Points will be added to the final score of all competitors who are successful in this examination, and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference Points.

Associate Property Auditor Appraiser

Veterans' Preference Points will not be granted in the exam, because it does not meet the requirements to qualify for Veterans' Preference Points.

CAREER CREDITS

Career Credits will not be added to the final score of this exam, because it does not meet the requirements to qualify for Career Credits.

DISTINGUISHING CHARACTERISTICS

SPECIAL PERSONAL CHARACTERISTICS

ALL LEVELS:

Willingness to travel and work odd hours away from the office.

CONTACT INFORMATION

If you have questions concerning the Assistant/Associate Property Auditor Appraiser examination or the testing process, please contact the California State Board of Equalization, Examination and Recruitment Section, at (916) 324-4807. You may also contact the California State Board of Equalization in writing at 450 N Street, MIC: 17, Sacramento, California, 95814.

GENERAL INFORMATION

Applications are available at www.jobs.ca.gov, State Personnel Board offices, and the local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating and all candidates who pass will be ranked according to their scores.

The Board of Equalization reserves the right to revise the examination plan to

better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested by mail, these points. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by

the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (Std. Form 1093), which is available at www.spb.ca.gov or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veterans Affairs.

**California State Board of Equalization
450 N Street, Sacramento, CA 95814
(916) 324-4807**

TAKING THE EXAM

When you click the link below, you will be directed to the Training and Experience Examination. At the end of the Training and Experience Examination, it will be instantly scored upon your request.

[Click here to go to the Training and Experience Examination for Assistant and Associate Property Auditor Appraiser.](#)